

Readiness to Proceed Category	What Needs to be Done by the Application Deadline	What Must be in the CFF Application Document Submitted to the Office of Rural Affairs
Financing	<p><b>Financing for local match must be in place. This means:</b></p> <ul style="list-style-type: none"><li>• <b>For all funding sources:</b> Resolution passed by the unit of local government committing the entire amount of local match and specifying the source.</li><li>• <b>For local cash on hand:</b> written, signed statement by the chief financial officer of applicant (auditor, controller or clerk-treasurer) that funds are available for the local match and have been dedicated/set aside for the project by resolution of the governing body.</li><li>• <b>For State Revolving Fund - SRF (water and wastewater):</b> IDEM must have approved the Preliminary Engineering Report (PER). Applicants must apply to the SRF program for the total funds needed in case the applicant does not receive a Community Focus Fund grant.</li><li>• <b>For USDA-RD:</b> Funds must be committed, with Form FmHA 1940-1 completed and signed – commitment of grant and/or loan funds by the USDA-RD.</li></ul>	<p>The Project Financing portion of the Readiness To Proceed Certification Form must be completed and signed.</p> <p><b>Also include:</b></p> <ul style="list-style-type: none"><li>• <b>For all funding sources:</b> Copy of the resolution passed by the unit of local government</li><li>• <b>For local cash on hand:</b> written, signed statement by the chief financial officer of applicant (auditor, controller or clerk-treasurer) that funds are available for the local match and have been set aside by resolution of the governing body.</li><li>• <b>For State Revolving Fund (SRF):</b> Copy of letter from IDEM approving the PER.</li><li>• <b>For USDA-RD:</b> Copy of Form FmHA 1940-1, completed and signed.</li><li>• <b>For Bank Loans:</b> Copy of commitment letter from the bank for the loan including the amount of the loan, term of the loan and the interest rate. It is not acceptable to have a bank loan commitment for short-term, interim or construction-period financing unless there is an accompanying commitment by the prospective purchaser of bonds related to the project. Applicants must demonstrate that all permanent financing has been secured.</li></ul>

<b>Financing Cont'd</b>	<ul style="list-style-type: none"><li>• <b>For Bank Loans:</b> Bank has reviewed and approved loan and has provided a letter of commitment, including the amount of the loan, the term of the loan, and the interest rate. It is not acceptable to have a bank loan commitment for short-term, interim or construction-period financing unless there is an accompanying commitment by the prospective purchaser of bonds related to the project. Applicants must demonstrate that all permanent financing has been secured.</li><li>• <b>For Bonds (general obligation, revenue, library):</b> applicants must ensure that the governing body has officially, by ordinance or resolution, committed to the issuance of bonds, and that bond counsel has reviewed and issued an opinion regarding bonding capacity.</li><li>• <b>For Philanthropic Capital:</b> written, signed statement by the chief financial officer of organization that funds are available for the local match and have been dedicated/set aside for the project. IRS documentation of not-for-profit status.</li><li>• <b>For funding from a sub-recipient:</b> <u>A letter of commitment from the nonprofit organization signed by its Chairman of the Board of Directors, indicating the amount of the funding to be provided, and the sources of such funding. The Board of Directors must also pass a Resolution committing such funds to the project.</u> The subrecipient must ensure that all funding is either on hand or has been secured from lending institutions or donations. <b>Reminder: the capital assets to be assisted with federal CDBG Community Focus Funds CANNOT be used as collateral for any loans by the subrecipient for a period of 5 years after the date a Certification of Completion for the CFF project is issued by the Office of Rural Affairs.</b> The subrecipient must use other assets to secure loans/other funding if needed.</li></ul>	<ul style="list-style-type: none"><li>• <b>For Bonds (general obligation, revenue, library):</b> resolution or ordinance of governing bonding approving bond issue, and copy of opinion from bond counsel regarding bonding capacity.<b>For funding from a sub-recipient:</b> Copy of the letter of commitment from the nonprofit organization signed by its Chair of the Board of Directors, indicating the amount of the funding to be provided, and the sources of all funding. Also, copy of nonprofit organization's approved Resolution of its Board of Directors committing such funds to the project. The subrecipient must ensure that all funding is either on hand or has been secured from lending institutions or donations. <b>Reminder: the capital assets to be assisted with federal CDBG Community Focus Funds CANNOT be used as collateral for any loans by the subrecipient for a period of 5 years after the date a Certification of Completion for the CFF project is issued by the Office of Rural Affairs. The subrecipient must use other assets to secure other funding if needed.</b></li></ul>
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<b>Environmental Review</b>	<p><b>The following must be complete:</b></p> <ul style="list-style-type: none"><li>• All required agencies must have been contacted by letter regarding the project, including the Indiana Department of Natural Resources (DNR), the DNR State Historic Preservation Office (SHPO), the Indiana Department of Environmental Management (IDEM), U.S. Fish &amp; Wildlife Service, the Indiana Geological Survey, the USDA State Conservationist, the Indiana Department of Health, and any other applicable local regulatory agencies. U.S. EPA must be contacted for projects in Elkhart, Kosciusko, Noble, LaGrange and St. Joseph counties.</li><li>• A response must have been received from each agency contacted.</li><li>• Any issues raised by any agency must have been satisfactorily resolved prior to the date of deadline for application submittal.</li><li>• Format II Equivalency completed.</li><li>• Finding of No Significant Impact (FONSI) determined and ready to publish.</li></ul>	The Environmental Review portion of the Readiness To Proceed Certification Form must be completed and signed, with the status marked as appropriate.
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<b>Preliminary Engineering</b>	The Preliminary Engineering and/or Architectural Design must be completed. Work must be sufficient to confidently estimate the cost of the project.	The Project Engineering and/or Architectural Services portion of the Readiness To Proceed Certification Form must be completed and signed. Copies of the documents <u>should not</u> be submitted with the application, although portions of these documents may be included as supporting information for Project Description section of the application narrative and the detailed budget, as appropriate.
<b>Permits</b>	All permits required for the project must be identified. It must be possible to secure all permits in sufficient time to complete the project within 18 months following grant award.	<p>The Status of Permits portion of the Readiness To Proceed Certification Form must be completed and signed.</p> <p>Also include: A listing of the required permits, with the agency, contact name and phone number for each.</p>
<b>Site Control</b>	<ul style="list-style-type: none"><li>• All real property needed for the project must be acquired or under signed option to purchase.</li><li>• All title searches and title opinions must be completed.</li><li>• Any easements must be acquired.</li><li>• The requirements of the federal Uniform Relocation and Acquisition Policies Act (URA) have been fulfilled.</li><li>• Appraisals and review appraisals must be completed for all properties to be purchased. For a donation, only a fee appraisal must be completed.</li><li>• A warranty deed will be required for any property to be conveyed as part of the project. Quit claim deeds are not acceptable.</li></ul>	The Status of Site Control portion of the Readiness To Proceed Certification Form must be completed and signed by the appropriate officials indicated on the Readiness To Proceed Certification Form.